

Search term or keyword

 Expense

## Creating a Money Return for a Cash Advance Balance



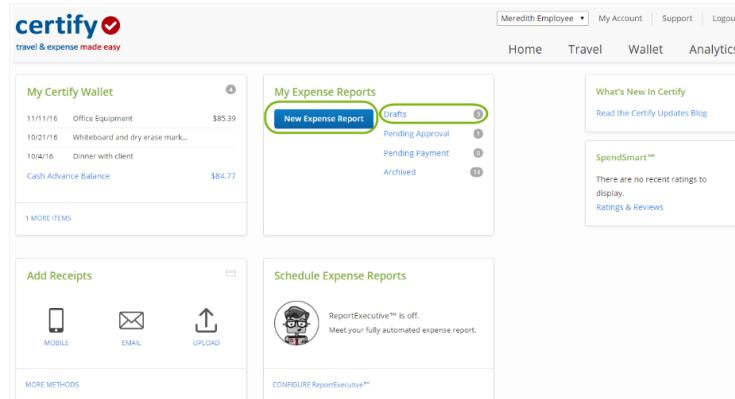
Courtney O'Reilly

January 03, 2020 13:28

Follow

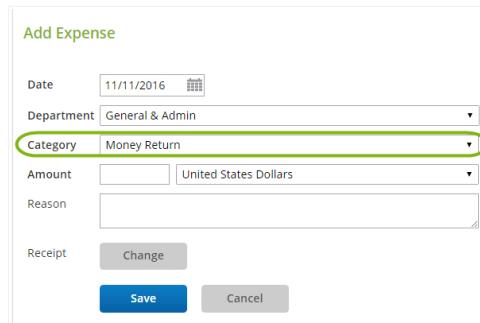
Money Returns can be created to return unused funds from a Cash Advance. When a Money Return is approved and processed it will reduce the funds available in the **Cash Advance Balance**. This article will show you how to create a Money Return to send for approval.

**Step 1:** On your account homepage, select **Drafts**, or create a new blank expense report.



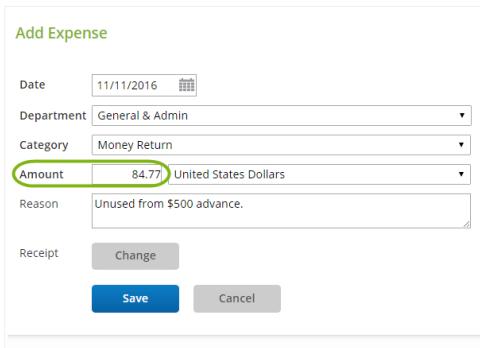
The screenshot shows the Certify account homepage. At the top, there are navigation links: 'Meredith Employee' (dropdown), 'My Account', 'Support', and 'Logout'. Below this, there are four main sections: 'My Certify Wallet' (listing recent transactions like 'Office Equipment', 'Whiteboard and dry erase mark...', 'Dinner with client', and 'Cash Advance Balance'), 'My Expense Reports' (listing 'New Expense Report', 'Drafts' (which is highlighted with a green oval), 'Pending Approval', 'Pending Payment', and 'Archived'), 'What's New In Certify' (listing 'Read the Certify Updates Blog' and 'SpendSmart™'), and 'Add Receipts' (with options for 'MOBILE', 'EMAIL', and 'UPLOAD').

**Step 2:** Scroll down to **Add Expense**. Select the **Money Return** expense category.



The screenshot shows the 'Add Expense' dialog box. It includes fields for 'Date' (11/11/2016), 'Department' (General & Admin), 'Category' (set to 'Money Return' with a green oval around it), 'Amount' (84.77, United States Dollars), 'Reason' (Unused from \$500 advance), and 'Receipt' (Change). At the bottom are 'Save' and 'Cancel' buttons.

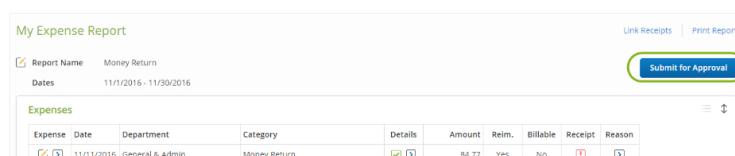
**Step 3:** Enter the **Amount** of the Money Return.



The screenshot shows the 'Add Expense' dialog box with the 'Amount' field filled in as '84.77 United States Dollars'. The other fields are the same as in the previous screenshot.

**Step 4:** Click **Save** to add the expense to the expense report.

**Step 5:** Submit the expense report for approval.



The screenshot shows the 'My Expense Report' page. It includes fields for 'Report Name' (Money Return) and 'Dates' (11/1/2016 - 11/30/2016). At the bottom right is a 'Submit for Approval' button (highlighted with a green oval). Below this is a table titled 'Expenses' with one row showing a transaction for '11/1/2016' in 'General & Admin' category with a 'Money Return' reason, amount '84.77', and status 'Yes'.

Total Non-Reimbursable	\$0.00
Total Personal	\$0.00
Total Reimbursable	\$84.77
Total Expenses	\$84.77

After the **Money Return** is approved and processed by the Accountant it will reduce the funds available in the **Cash Advance Balance**.

*Please note: You may also submit a Money Return using the mobile app using the Add Expense button and selecting the Money Return expense category. If you have documentation to include, you may also use the Add Receipt button instead.*

Was this article helpful?    
1 out of 1 found this helpful

Have more questions? [Contact Support](#)

#### RELATED ARTICLES

[Requesting a Cash Advance](#)

[Cash Advances Report](#)

[Creating a Money Return from the Cash Advances Report](#)

[Create a New Expense Category](#)

[Training Camp: Certify AP](#)

#### PRODUCTS

Expense  
Travel  
Purchasing  
Invoice  
Integrations  
Plans & Pricing

#### CUSTOMER HAPPINESS

Customer Happiness Promise  
Implementation  
Onboarding & Training  
Global Support

#### RESOURCES

Content Hub  
Events & Webinars  
Videos  
SpendSmart Report  
Blog  
Certify In the News

#### COMPANY

Careers  
Become a Partner  
Pressroom  
Contact Us

#### SUPPORT

Knowledge Base  
API Documentation  
support@certify.com

#### SALES

sales@certify.com

#### PHONE

1 888 925 0510

**certify** 

 [Help](#)